



JOB DESCRIPTION

JOB TITLE	Head of Department - English
E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.	
SCALE	Upper pay scale
PURPOSE OF JOB	<ul style="list-style-type: none"> To provide the strategic leadership for the Department and be accountable for the quality of teaching, learning and educational outcomes achieved in this area.
RESPONSIBLE TO	Senior Director of School and Academy Headteacher
RESPONSIBLE FOR	English Teachers
E-ACT recognise and value continued professional development. Therefore training opportunities will be made available as appropriate or necessary.	
EMPLOYMENT DUTIES	
<p>To be performed in accordance with the provisions of the Academy Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document.</p> <p>All teaching staff with Parkwood Academy are expected to maintain the relevant standards as set out in the "Professional Standards for Teachers" document (TDA) and to uphold the professional code of the GTC.</p> <p>1. Lead, manage and develop the subject area</p> <ul style="list-style-type: none"> To provide strategic leadership for the development and management of teaching within your area To identify areas for development and improvement linked to the Academy improvement plan, SEF, national and local initiatives. To develop and monitor schemes of work for your area across the academy in liaison with your department and to ensure the successful implementation which meets curriculum requirements. To have an overview of, and contribute to the planning and delivery of continuous professional development and training related to your area. To develop strategies to promote new teaching methods to improve learning throughout the Academy and to monitor effectiveness in raising standards of teaching and learning. To monitor and evaluate pupil progress in your area and across the academy. To lead the development of innovative, creative approaches to learning and to develop cross-curricular skills such as ICT, numeracy & literacy effectively in the delivery of teaching and learning in your area. To lead the implementation of national and local strategies for raising attainment of students in accordance with the Academy improvement plan. To effectively deploy resources as appropriate To lead and advise on issues connected with the timetable for the subject area. 	

2. Impact on the educational progress of pupils

- To lead the raising the attainment of students in the subject area.
- To lead the improvement of student attitudes to learning within the subject area and to liaise with other key staff about the well-being and behaviour of students
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils in the subject area
- To monitor and evaluate pupil progress and achievement against targets
- To identify any areas of pupil under-achievement within your subject and identify subject specific interventions as a result
- To plan, lead and coordinate the delivery of subject specific raising achievement programmes including additional study opportunities outside the hours of the Academy day
- Liaise with colleagues to coordinate pupil support and intervention strategies
- To lead evaluation strategies to contribute to overall Academy self-evaluation
- To implement academy quality procedures and to ensure adherence across the academy
- To work within the Academy Leadership team and contribute to the development and implementation of raising achievement and attainment within the Academy.

3. Leading, developing and enhancing the teaching practice of other staff

- To ensure the establishment of common standards of practice across the department and develop the effectiveness of teaching and learning styles.
- To plan and implement strategies to improve teaching where needs are identified.
- To provide induction, support and monitoring for new staff.
- To undertake lesson observations and to provide constructive feedback and support as appropriate.
- To act as a role model of good practice for other teachers, modeling effective strategies with them and providing appropriate support and guidance.
- To participate in the performance management processes for staff and to act as a performance management team leader for identified teachers within the department.

4. Line management and performance management

- To be responsible for the day-to-day management of staff within the subject area including advising SLT about disciplinary, capability and recruitment processes.
- To monitor staff performance against Academy, pupil progress and personal targets
- To lead the performance management processes within the subject area.
- To identify and plan cpd activities relevant to improving performance in the subject area
- To ensure the effective and efficient deployment of staff
- To ensure staff development needs are identified and appropriate programmes designed to meet these needs.

5. The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Team.

6. To take responsibility for the implementation of and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

ADDITIONAL DUTIES

- To undertake any other duties appropriate to the grade of the post as requested by the Headteacher or SLT

VARIATION TO JOB DESCRIPTION

Parkwood E-ACT Academy reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

OUR VALUES

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

Thinking Big	<ul style="list-style-type: none"> • Show energy, enthusiasm and passion for what you do • Demand the highest quality in all that you do, and in the work of your team • Willing to champion new ideas and think beyond the status quo • Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better • Be open to new ideas and change where it will have a positive impact on the organisation • Show a willingness to embrace different ideas and ways of thinking to improve E-ACT • Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work • Commitment to self-development, and developing your wider Team • Ability to self-reflect on yourself, your performance, and to think about how this could be improved further • Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
Doing the Right Thing	<ul style="list-style-type: none"> • Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work • Take responsibility and ownership for your area of work • Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils • Be transparent and open • Be resilient and trustworthy • Stand firm and stay true to our mission
Showing Team Spirit	<ul style="list-style-type: none"> • Understand how you can have a greater impact as a team than you can as an individual • Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission • Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level • Recognise and celebrate the success and achievements, no matter how small, of your colleagues • Be generous with sharing your knowledge to help to develop others • Understand and be willing to receive suggestions and input on your area of work from others • Support your colleagues, even when this means staying a little later, or re-prioritising some of your work • Be aware of other peoples' needs and show an ability to offer genuine support • Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams